

# July 2025 YHALE PTO Board Monthly Meeting Agenda

A meeting of the PTO Board of Yi Hwang Academy (the “School” or “YHALE”) was held on July 7, 2025 at 7:00pm in person.

The meeting began approximately at 7:00 pm.

## PTO Board Members

Cynthia Bancroft (Co-president)

Kelly Chen (Co-president)

Peter Kim (IT)

Sun Park (Treasurer)

Gabrielle Lofton (Co-chair Hospitality Committee)

Ami Hastings (Co-chair Literacy Committee)

Tang Jiang (Co-chair Literacy Committee)

Dawn Jung Allen (Co-chair Literacy Committee)

Ky Chen (Co-chair Communications)

Shannon Williams (Co-chair Communications)

Fatumata Sesay (Co-chair Events and Fundraising Committee)

Christine Hsieh (Co-chair Events and Fundraising Committee)

## Attendees Present

Cynthia, Kelly, Sun, Tang, Dawn, Shannon

## Agenda

### **PTO Board & Committees**

#### **A. Co-Presidents (Cynthia and Kelly)**

1. Consider offsite Gwinnett County gym rentals for large events (International Night, School Dance)  
<https://www.gwinnettcountry.com/departments/parksandrecreation/rentalvenues/indoorrentals>
2. Lock in upcoming event dates. School would like to remain consistent with previous dates.
3. Still need additional hospitality chair and additional Events/Fundraising Chair (since combined)
4. Confirm all board members can find last year’s General In Person PTO slidedeck to prepare for this year.
5. Orientation Day scheduling - Need minimum 2 (1 per building). Can break into 2 hour blocks?

## B. Treasurer (Sun)

1. Financial goal is to raise money to match what is spent.
2. There are funds already earmarked separately for playground move.
3. Current bank account is \$38,000, giveBetter account has \$30,000 however this is earmarked for school expenses.
4. Discussed YHALE moving the playground. Getting options for new equipment for lower costs (Ji Ma).
5. For future references, Zelle Payments that cannot be received, treasurer can reimburse through their account and submit a personal check to the recipient
6. Annual Budget -
  - a. School Science Fair - For budgetary purposes, science fair will not be funded by YHALE PTO.
    - i. Other Options:
      1. School takes over ownership
      2. Volunteers
      3. Fernbank traveling bus
  - b. Digital Learning Day -
    - i. Costco - Costco can handle covering lunches for schools / non-profit organizations
    - ii. Publix catering
    - iii. Local restaurants
  - c. Orientation - Snacks will remain
    - i. Look into popcorn machine
  - d. Popsicle Play Date
    - i. Shannon has a slush machine that may be used in replacement
    - ii. Need to verify if Gabby has a popsicle contact
  - e. International Night
    - i. Decorations needed for international night, need to verify if we still have the inventory
    - ii. Need to have better communication with folks based on headcount, who is coming in, and countries represented

## C. Events and Fundraising Committee (Fatumata and Christine)

1. Panera Bread donates day old bread as a potential supplier for Tears and Cheers

## E. Communications (Ky and Shannon)

1. August newsletter
  - a. New members need to send me a photo to include in the newsletter
2. Yearbook cover contest
  - a. Announce the theme at the August PTO general meeting - still thinking of ideas, I will send out a poll in Kakao once I have the list
  - b. Members like the idea of "One Yhale, One Roof" or Unity and Family as a theme. Did not have time to brainstorm additional ideas.

#### F. Literacy Committee (Ami, Tan, Dawn)

1. Finalized Fall Bookfair dates? Literacy committee to review dates: confirmed 9/22 - 10/3.
2. Jojo Learning's Spring invoice needs to be submitted for payment
3. Need to determine how much additional funds need to be allocated for Target Language Library

#### **Closing Items**

1. YHALE Staff Preplanning meeting is on 7/23. There will be time from 9 to 9:15 for PTO to introduce themselves. Board members are encouraged to attend.
2. Each committee needs to update their committee power point slides by the start of school:  
<https://docs.google.com/presentation/d/1LRlgGoXh1xzqDhyQzNiHSp3hNF5CoVp7/edit?usp=sharing&oid=109729817730046626464&rtpof=true&sd=true>